

2580
2581 (NC)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

01/10/07
Revised

TITLE: EMERGENCY SERVICES COORDINATOR
EMERGENCY SERVICES COORDINATOR (NON-CLASSIFIED)*

DEFINITION

Under general direction, to develop, plan, coordinate, and administer the City's Emergency Services program; to coordinate and conduct various training programs and exercises; to provide responsible and technical staff assistance; and to do related work as required. *Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: The City Manager, through the Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief and City Manager. May provide lead direction to city staff and volunteers for the purposes of training and in actual disaster situations.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plan, oversee, and participate in the City's emergency services program and ensure that the Emergency Operations Center is maintained in a ready status.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing emergency management services; implement policies and procedures.
- Participate in the preparation and administration of the Emergency Services Program budget; submit budget recommendations; monitor expenditures.
- Organize, schedule, and implement Emergency Services Program activities and other related programs; conduct special interest programs and presentations.
- Maintain records and develop reports concerning new or on-going programs and program effectiveness; maintain various records and file reports; prepare statistical reports as required.
- Develop and implement various training programs on disaster preparedness and response problems for City employees and members of the community.
- Respond to major emergency incidents on an on-call basis and under emergency conditions; serve as manager of the City Emergency Operations Center and as the technical advisor to the Fire Chief and the City Manager.
- Serve as liaison between the City, the Federal Emergency Management Agency (FEMA), the State Office of Emergency Services (OES), and the community.
- Maintain an inventory of necessary supplies and ensure their proper and adequate storage and availability.
- Provide post-disaster recovery assistance to selected City recovery teams.

QUALIFICATIONS

Knowledge of:

- Basic operations, services, and activities of emergency management programs.
- Practices and procedures of emergency management response, operations, and post-disaster recovery.
- Emergency Operations Center (EOC) operations; operational characteristics of radio and other communications media used during public emergency situations.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Recent developments, current literature, and sources of information related to emergency management activities, planning, and administration.
- Principals and practices of organization, administration, budget, and training.
- Modern office equipment including computers and related software.
- State, county, municipal, and community emergency services resources.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective emergency management programs.
- Design and implement comprehensive and effective emergency operations plans; develop and implement effective training programs; conduct or coordinate test exercises and drills.
- Interpret, apply, and explain Federal, State, and local laws, rules, regulations, policies, and procedures.
- Elicit community and organizational support for Emergency Services programs; prepare and make presentations on disaster preparedness and emergency services to the public.
- Manage and coordinate the activities of an Emergency Operations Center; coordinate and direct the work of others in an emergency situation.
- Communicate clearly and concisely, both orally and in writing; prepare clear and concise oral and written reports.
- Establish and maintain effective working relationships with those contacted in the course of work including other employees, officials, and the public.
- Operate a personal computer and related software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

OPTION #1:

Equivalent to a Bachelor's degree from an accredited college or university with major work in public or business administration or a related field. Administrative experience in the field of emergency services program planning and operations, municipal program administration, or a closely related field is highly desirable.

OPTION #2:

Equivalent to an Associate's degree from an accredited college or university with major work in public or business administration or a related field and two years of increasingly responsible administrative experience in the field of emergency services program planning and operations, municipal program administration, or a closely related field.

OPTION #3:

Equivalent to completion of the twelfth grade supplemented by college level course work in public or business administration and/or specialized training in emergency and disaster preparedness and four years of increasingly responsible administrative experience in the field of emergency services program planning and operations, municipal program administration, or a closely related field.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Must be able to pass an intensive police background investigation.

Must be available to respond to major emergency incidents on an on-call basis and under emergency conditions.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Emergency Services Coordinator

TO: Administrative Analyst